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## **SUBSTANCE ABUSE AND ASSESSMENT STANDARD**

March 20, 2013

### ***SCOPE AND PURPOSE***

Geocomp is committed to providing a safe work environment for its Employees and for those whose safety may be affected by its Employees. Geocomp recognizes that the use of Alcohol and Drugs can adversely impact a safe work environment. The Alcohol and Drug Policy, this Substance Abuse Assessment Standard (the "Standard"), and Supporting Standards, including any Site Specific Standards, are aimed at ensuring a safe work environment and outlining specific responsibilities, requirements and expectations to adequately mitigate the workplace risks associated with Alcohol and Drugs.

The purpose of this Standard is to address and minimize the risks in the workplace associated with Alcohol and Drugs and to ensure that all Employees are Fit-for-Duty. This Standard is only one facet of an overall approach to risk mitigation and safety.

### ***GUIDANCE & STANDARDS***

This Standard applies to Geocomp. It applies to all Geocomp Employees.

In addition to the obligations set out in this Standard, all Employees must comply with any additional Site Specific Standards.

Geocomp has contracted with qualified Substance Abuse Professionals to provide services.

#### **1. SUBSTANCE ABUSE ASSESSMENT**

The focus of the Substance Abuse Assessment is to determine if an Employee has an Alcohol or Drug dependency. In appropriate cases, if an Employee has a dependency, a Substance Abuse Professional will recommend appropriate treatment and any required aftercare program.

#### **2. RESPONSIBILITIES OF THE SUBSTANCE ABUSE PROFESSIONAL**

- The function of the Substance Abuse Professional is separate from the Employee Assistance Program (EAP). The following are the key responsibilities of a Substance Abuse Professional:
  - provide a comprehensive Substance Abuse Assessment to determine if there is a dependency and, if so, what level of assistance an Employee needs.
  - recommend a course of treatment.
  - serve as a referral source to assist the Employee's entry into an acceptable program of treatment, if required.
    - have a face-to-face follow-up evaluation with the Employee attending treatment prior to the Employee's return to work to determine if the Employee has demonstrated successful compliance with recommendations of the initial evaluation. The Substance Abuse Professional, in consultation the Health and Wellness team, will confirm that the individual has made appropriate progress sufficient to return to work and is Fit-for-Duty.

- develop and recommend an unannounced follow-up testing program which may include testing for additional Drugs not normally part of the Alcohol and Drug testing program if it is concluded that other Drugs are a factor in the Employee's dependency problem.
- provide recommendations for aftercare.

## **2. REFERRAL SITUATIONS**

Health and Wellness may refer an Employee to a Substance Abuse Professional for a Substance Abuse Assessment in the following situations:

- a) in appropriate cases, after failing an Alcohol and Drug test there will be a referral to the Substance Abuse Professional;
- b) if an Employee requests help for an Alcohol or Drug problem:
  - i. through their leader, human resources, or any other office outside of Health and Wellness then, in appropriate cases, the Employee may be referred to Health and Wellness who then may make a referral to the Substance Abuse Professional;
  - ii. through Health and Wellness, then, in appropriate cases, there may be a referral to a Substance Abuse Professional;
  - iii. through Employee and Family Assistance Program, then, in appropriate cases and in consultation with Health and Wellness, a referral to a Substance Abuse Professional may be made; or
- c) in appropriate cases, if an Employee is directed to attend Health and Wellness by the Company there will be a referral to the Substance Abuse Professional.

## **4. ASSESSMENT RESULTS**

The Substance Abuse Assessment will result in 2 possible outcomes:

- the Employee is determined to be non-dependent; or
- the Employee is determined to have a dependency.

## **5. TREATMENT**

Following the Substance Abuse Assessment, where an Employee has an Alcohol and/or Drug dependency, in appropriate cases, a treatment program will be recommended by the Substance Abuse Professional. Treatment will be determined on a case-by-case basis and may include (but is not limited to): In-patient treatment, partial in-patient treatment, out-patient treatment, counseling, education, aftercare, relapse prevention, self-help support groups, and community-based information sessions. The Employee will be required to follow and comply with the requirements of the treatment program under the Health and Wellness team.

In support of the Company's values and commitment to the care and concern for Employees and ensuring a safe workplace, costs for the Substance Abuse Professional recommended treatment program will, in appropriate cases, be covered by the Company.

## **6. RETURN TO WORK**

Following treatment for an Alcohol and/or Drug dependency, when it is determined that an Employee is cleared to return to work, there will be terms and conditions set out for the Employee with regards to aftercare monitoring. Prior to returning to work, Employees will be required to enter into agreements governing their return and any ongoing requirements related to their dependency.

Failure to adhere to any agreements governing an Employee's return to work may result in discipline up to and including termination.

***EXCEPTIONS***

Intentionally left blank.

***DEFINITIONS***

All undefined capitalized terms in this Standard are as defined in the Alcohol and Drug Policy.

***REFERENCES TO RELATED DOCUMENTS***

*Alcohol and Drug Policy*  
*Alcohol and Drug Testing Standard*  
*Medication Standard*